



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Manager 1 Fiscal Resources [Classified Competitive]			Salary &32 \$73,867.90 - \$107,117.76
Posting Number 162-15	Position Number 009788	Number of Positions 1	Posting Period * From: 11/6/15 To: 11/20/15
Location: Management and Administration Office of Grants and Auditing H&A Building 7th Floor Trenton, NJ 08625			Scope of Eligibility/Open to: All Departments/State Employees
GENERAL DESCRIPTION			
<p>Recommends and implements Policy and Procedures in regards to Auditing and Grant Operations. Works with divisional Finance Directors to ensure compliance with financial standards established by DOH, as well as Federal and State regulations and statutes. Ensures electronic dashboards are technologically up to date for internal and external partners. Informs and reports to Senior Management via integrated financial reports regarding Grant Operation and Audit Compliance. Oversees and acts as the Department's Grant Approval Officer for Health Services Grants and Letters of Agreement. As approval officer, ensures that all grants and letters of agreement conform to Treasury and Federal requirements such as Treasury Circular letters and applicable Federal Cost Principles and be processed through the System for Administering Grants Electronically (SAGE). Payments under these contracts must conform to all requirements using valid encumbrances established in NJCFS. Manages and ensures on-line grant system is technically proficient and compliant with current standards. Oversees the Audit Function in the Department. This program is responsible for review and resolution of all audit reports issued by Certified Public Accounting firms required of grantee agencies under Federal OMB Circular A-133. The program is also responsible for the Department's compliance with the New Jersey Department of Treasury Circular 03-08-OMB Annual Internal Control Reporting requiring all State Agencies to conduct an annual internal control assessment. The Manager also serves as the lead for all audits conducted on the Department's programs by various Federal and State audit organizations. The Manager is also the lead in the annual audit of the Departments' Federal grants funds required under the Federal Single Audit Act facilitating the conduct of the audit with the contracted CPA firm. Provides research, analyst, and recommendations regarding current and long-range financial, compliance, and regulatory issues for the Department at the request of the Commissioner and the Senior Management Team. This includes coordinating and providing financial and other data for the Department in preparation of the operating budget for the organization.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree in Economics, Finance, Business Administration, Accounting, or Public Administration, with a minimum of twenty-one (21) semester hour credits in finance, economics, and/or accounting courses.</p> <p>EXPERIENCE: Five (5) years experience in work involving fiscal management. The experience should include work in public finance, auditing, budgeting, or accounting. One (1) year of the required experience shall have been in a supervisory capacity. SUBSTITUTIONS: A valid New Jersey certificate as a Certified Public Accountant or a registration as a Public Accountant issued by the New Jersey State Board of Public Accounts may be substituted for the Bachelor's degree. A general Bachelor's degree supplemented by a minimum of twenty-one (21) semester hour credits in finance, economics, and/or accounting courses and two (2) years of work in public finance, auditing, budgeting, or accounting may be substituted for the specific degree requirements for all levels.</p>			
FILING INSTRUCTIONS			
Forward your cover letter, resume and application for employment** to: Chevron Griffin, Executive Assistant 3 Management and Administration Reference Posting #162-15 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360		You can reply to this posting by emailing your cover letter, resume and application for employment to: PSTMA@doh.state.nj.us * Resumes received after the closing date MAY be considered if the position is not filled. ** NOTE: You can access the State of New Jersey Application for Employment at: www.nj.gov/health/forms/dpf-663.pdf	

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
 - ***The New Jersey Department of Health is an Equal Opportunity Employer.***

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